

434004/18/05

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: BUILDING MAINTENANCE SPECIALIST

DEFINITION

Under general supervision, to perform skilled work in the maintenance, construction, alteration and general upkeep of City buildings and facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a broad class which includes several types of positions required to carry out building and facilities maintenance. Ordinarily employees in this class are required to perform at the journey level one of the building trades, but work assignments are so varied that employees must possess reasonable skills in several such trades. Assignments are received in the form of oral or written work orders and are performed according to instructions of a supervisor who inspects work in progress and upon completion.

REPORTS TO: Building Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from the Building Services Supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- In the carpentry trade: perform rough and finish carpentry using standard carpenter hand tools and power driven wood working equipment; frame walls and partitions; install wallboard, paneling, windows, doors, hardware, floor coverings; repair roofs; and repair and build cabinets, shelves and similar furniture items.
- In the plumbing trade: install, maintain and repair plumbing systems and a variety of plumbing fixtures, valves and piping; maintain decorative fountains, sprinkler systems and swimming pool equipment.
- In the painting trade: prepare and apply paints to a variety of surfaces with brushes, spray guns and other painting equipment; prepare surfaces; mix and match paints and stains; apply paint to building interiors and exteriors, fixtures, machinery, electrical equipment or structures; and refinish furniture.
- In the mechanical trade: maintain pumps, air compressors, pneumatic tools, air handling units, fans, cooling towers, heating boilers and other related mechanical equipment; make minor repairs to and perform minor maintenance to small office machines such as photocopiers and microfilm equipment; change air conditioning filters.
- Perform a variety of other building and facilities maintenance work such as pouring and finishing concrete, plaster patching and glazing; assist in building moves and set ups, moving and arranging furniture and shelving.
- In the electrical trade, assist in journey level electrical installation and repair work and perform minor maintenance such as changing lights, fixtures, fluorescent ballasts and switches.
- Assist other employees in their specialty and supervise assigned helpers.

QUALIFICATIONS

Knowledge of:

- Methods, practices, tools and materials used in various trades and building maintenance, alterations and upkeep in general.
- Occupational hazards and standard safety precautions necessary in the work.

Ability to:

- Perform skilled work in various trades.
- Understand and carry out oral and written instructions.
- Work from sketches, blueprints and diagrams.
- Work independently and make decisions relating to task at hand.
- Use and care for bench equipment, hand and power hand tools and equipment of various trades.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years of experience in a skilled building maintenance trade involving a variety of maintenance and repair tasks and preferably additional experience in one or more in another trade. Completion of a recognized apprenticeship or certification of completion from a recognized vocational training institute may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid California Class "C" Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Building Maintenance Specialist

TO: